


Memorandum

To: Mr. Ramon J. Hirsig
Executive Director

Date: August 18, 2004

From: 
David J. Gau, Deputy Director
Property and Special Taxes Department


Subject: *Summons to Annual Meeting of the Board and County Assessors
(September 8, 2004 Administrative Consent Agenda)*

I am requesting approval of the attached summons to county assessors to meet with the Board and authorized representatives pursuant to the provisions of Government Code section 15607. The meeting will be held in conjunction with the annual meeting of the California Assessors' Association on November 17, 2004 in San Diego.

Please place this item on the Board's September 8, 2004 Administrative Consent Calendar for approval.

DJG:sk
Attachment

cc: Ms. Deborah Pellegrini

Approved: 
Ramon J. Hirsig, Executive Director

BOARD APPROVED
at the _____ Board Meeting

Deborah Pellegrini, Chief
Board Proceedings



STATE BOARD OF EQUALIZATION
PROPERTY AND SPECIAL TAXES DEPARTMENT
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BILL LEONARD
Second District, Ontario

CLAUDE PARRISH
Third District, Long Beach

JOHN CHIANG
Fourth District, Los Angeles

STEVE WESTLY
State Controller, Sacramento

DRAFT

RAMON J. HIRSIG
Executive Director

No. 2004/XXX

TO COUNTY ASSESSORS:

SUMMONS TO A STATE BOARD OF EQUALIZATION MEETING

Pursuant to the provisions of section 15607 of the Government Code, you are hereby summoned to meet with the Board and/or its duly authorized representatives to discuss issues relating to the administration of property assessment and taxation laws. Based on the statute, the Board may appoint a specific staff person or deputy to represent them at the meeting and may authorize such representatives to focus on matters that would promote uniformity of procedures and assessment in property taxation throughout the state.

The meeting will be held in conjunction with the annual meeting of the California Assessors' Association and is scheduled for November 17, 2004 at the Hyatt Regency Islandia Hotel and Marina, 1441 Quivira Road, San Diego. The Board meeting will be held from 10:00 a.m. to 12:00 noon. Specific details will follow.

The Board is confident that this meeting will provide a good opportunity for formal and informal dialogue between county assessors and Board Members and/or their authorized representatives.

Sincerely,

Ramon J. Hirsig
Executive Director

RJH:sk

cc: Clerks, County Boards of Supervisors